

**United States  
Environmental Protection Agency**



# **MD 715 Report Fiscal Year 2011**

*Protecting Human Health and the Environment*

EEOC FORM 715-01 PART A – D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
<b>For period covering October 1, 2010 to September 30, 2011.</b>					
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. U.S. Environmental Protection Agency</b>		
	1.a. 2 <sup>nd</sup> level reporting component		N/A		
	1.b. 3 <sup>rd</sup> level reporting component		N/A		
	1.c. 4 <sup>th</sup> level reporting component		N/A		
	<b>2. Address</b>		<b>2. 1200 Pennsylvania Avenue, NW</b>		
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20460</b>		
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. EP</b>	<b>5. 11</b>	
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees				<b>1. 17,179</b>
	2. Enter total number of temporary employees				<b>2. 1,611</b>
	3. Enter total number employees paid from non-appropriated funds				<b>3. 0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>				<b>4. 18,790</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Lisa P. Jackson, Administrator Environmental Protection Agency</b>		
	2. Agency Head Designee		<b>2. Robert Perciasepe, Deputy Administrator U.S. Environmental Protection Agency</b>		
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Rafael DeLeon, Director Office of Civil Rights, SES</b>		
	4. Title VII Affirmative EEO Program Official		<b>4. Donald Pettaway, Assistant Director</b>		
	5. Section 501 Affirmative Action Program Official		<b>5. Christopher Emanuel Diversity Employment Program Manager</b>		
	6. Complaint Processing Program Manager		<b>6. Vacant (Selection Pending)</b>		
	7. Other Responsible EEO Staff		<b>Mirza P. Baig, National Affirmative Employment Program Manager</b>		
		<b>William Haig, National Reasonable Accommodations Coordinator</b>			

**PART D**

List of Subordinate Components Covered in This Report



**Subordinate Component and Location (City/State)**

**Headquarters Program Offices** in Washington, DC; Research Triangle Park, NC; Cincinnati, OH; Las Vegas, NV  
 Office of the Administrator  
 Office of Administration and Resource Management  
 Office of Air & Radiation  
 Office of the Chief Financial Officer  
 Office of Enforcement & Compliance Assurance  
 Office of General Counsel  
 Office of the Inspector General  
 Office of International and Tribal Affairs  
 Office of Environmental Information  
 Office of Prevention, Pesticides & Toxic Substances  
 Office of Research & Development  
 Office of Solid waste & Emergency Response  
 Office of Water

**Regional Offices**

- Region 1: Boston, MA
- Region 2: New York, NY
- Region 3: Philadelphia, PA
- Region 4: Atlanta, GA
- Region 5: Chicago, IL
- Region 6: Dallas, TX
- Region 7: Kansas City, KS
- Region 8: Denver, CO
- Region 9: San Francisco, CA
- Region 10: Seattle, WA

**Program Labs:**

- OAR/ORIA/NAREL: Montgomery, AL
- ORD, NRM Research Lab: Ada, OK
- ORD/NERL: Athens, GA
- ORD/NHEER Labs:
  - Narragansett, RI
  - Gulf Breeze, MI
  - Duluth, MN
  - Corvallis, OR

EEOC FORMS and Documents include in this report:			
*Executive Summary [FORM 715-01 <b>PART E</b> ], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01 <b>PART G</b> ]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01 <b>PART H</b> ] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 <b>PART I</b> ] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 <b>PART J</b> ]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 <b>PART F</b> ]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	N/A
*Copies of relevant EEO Policy Statements	X	*Organizational Chart	X

U. S. Environmental Protection Agency

For period covering October 1, 2010 to September 30, 2011.

## EXECUTIVE SUMMARY

Final draft in progress.

<b>EEOC FORM 715-01 PART F</b>	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>U. S. Environmental Protection Agency</b>	<b>For period covering October 1, 2010 to September 30, 2011.</b>	

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Rafael DeLeon, Director of Civil Rights, Senior Executive Service, am the Principal EEO Director/Official for the US Environmental Protection Agency.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

<hr/> Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.	<hr/> Date
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<hr/> Signature of Agency Head or Agency Head Designee	<hr/> Date
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**Essential Element A: Demonstrated Commitment From Agency Leadership**  
 Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

<b>Compliance Indicator</b>		Measure has been met		
<b>Measures</b>		Yes	No	
	<b>EEO policy statements are up-to-date.</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	1. The Agency Head was installed on January 22, 2009. The EEO policy statement was issued on September 30, 2009, and updated on September 29, 2010 and again on July 14, 2011. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	2. During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	X		
	3. Are new employees provided a copy of the EEO policy statement during orientation?	X		
	4. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
	<b>EEO policy statements have been communicated to all employees.</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	5. Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	6. Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	7. Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>	X		

 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
8. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
9. resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
10. address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
11. support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
12. ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
13. ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
14. ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X		
15. ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
16. ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
17. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		
18. Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
19. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
20. Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		

**Essential Element B: Integration of EEO into the Agency's Strategic Mission**  
 Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 <b>Measures</b>				
21. Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X		
22. Are the duties and responsibilities of EEO officials clearly defined?		X		
23. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
24. If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		N/A		
25. If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		N/A		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
26. Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
27. Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		

28. Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
29. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
30. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
31. Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
32. Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
33. Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
34. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
35. Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
36. Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
37. People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
38. Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		

 Compliance Indicator	 Measures	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>			
39. Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
40. Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
41. Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
42. Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
43. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
44. Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
45. Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
46. Is there sufficient funding to ensure that all employees have access to this training and information?		X		
47. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
48. for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
49. to provide religious accommodations?		X		
50. to provide disability accommodations in accordance with the agency's written procedures?		X		
51. in the EEO discrimination complaint process?		X		
52. to participate in ADR?		X		

**Essential Element C: Management and Program Accountability**

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 <b>Compliance Indicator</b>		<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>			Yes	No	
		53. Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X		
		54. Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	X		
 <b>Compliance Indicator</b>		<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>			Yes	No	
		55. Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	X		
		56. Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?	X		
		57. Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?	X		
 <b>Compliance Indicator</b>		<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>			Yes	No	
		58. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?	X		
		59. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X		

60. Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X		Please see response below.
<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.  <b>Response:</b> This question is not applicable, since there were no findings of discrimination by the agency in the last two years.</p>			
61. Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
62. Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

<b>Essential Element D: Proactive Prevention</b> Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
	63. Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	64. When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	65. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	66. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	67. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	68. Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	69. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	70. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
	71. Are all employees encouraged to use ADR?	X		
	72. Is the participation of supervisors and managers in the ADR process required?	X		

<b>Essential Element E: Efficiency</b> Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
	73. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X	Please see H-1.
	74. Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	X		
	75. Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	X		
	76. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?	X		
	77. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?	X		
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
	78. Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	X		
	79. Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	X		
	80. Does the agency hold contractors accountable for delay in counseling and investigation processing times?	X		
If yes, briefly describe how: Contact payment is reduced or the contract is not renewed.				
	81. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X		

82. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
83. Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
84. Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
85. Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
86. Does the agency complete the investigations within the applicable prescribed time frame?			X	Please see H-2.
87. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	Please see H-2.
88. When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?			X	Please see H-2.
89. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
90. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
91. In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
92. Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
93. After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		

94. Does the responsible management official directly involved in the dispute have settlement authority?		X		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
95. Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?			X	Please see H-2.
96. Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
97. Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
98. Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
99. Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
100. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	Please see H-3.
101. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
102. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
103. Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
104. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?			X	Please see H-2.

<b>Essential Element F: Responsiveness and Legal Compliance</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	105. Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	106. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.	X		
	107. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	X		
	108. Are procedures in place to promptly process other forms of ordered relief?	X		
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	109. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?	X		
	If so, please identify the employees by title in the comments section, and state how performance is measured.	Compliance is specifically included in performance standards of the Assistant Director of the Employment Complaints Resolutions Division. The position is currently vacant due to the retirement of the previous Assistant Director. The vacancy has been announced and a selection is expected shortly.		
	110. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X		

If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	N/A		
111. Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
112. Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
113. Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
114. Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
115. Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
116. Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
117. Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
118. Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
119. Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
120. Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
121. Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
122. Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
123. Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. ENVIRONMENTAL PROTECTION AGENCY	FY 2011	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>(Part G -Q-73)</b> Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	
OBJECTIVE:	To further improve the training and skills of EEO personnel in the Office of Civil Rights and in the Regions to enable them to administer all aspects of the EEO process.	
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights	
DATE OBJECTIVE INITIATED:	September 1, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The EPA hired outside expert/consultant to review structure, management and staff and to make recommendations concerning EEO Office in order to help EPA establish a model EEO program.	<b>Complete</b>	
Within thirty days of receiving the consultant's recommendations, the agency will develop and implement an action plan, which will include identifying managerial challenges; strengthening employees' skills; and creating adequate oversight measures for timely completion of the MD-715 report and other EEO functions.	<b>Complete</b>	

Establish Executive Committee to develop strategy to continue to strengthen Agency's EEO and Civil Rights program.	<b>Complete</b>
Implement recommendations of Executive Committee	March 2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

This year, the Agency made notable progress in this area. As previously mentioned, the Office of Civil Rights selected a new permanent Director this year effective in January 2011. In addition, in February 2011, the Agency received the report of an outside consultant that conducted a comprehensive analysis and made extensive recommendations regarding ways to improve the efficiency, quality, and effectiveness of EPA's Office of Civil Rights. The final report was shared with the entire workforce on April 1, 2011, when the Administrator issued a statement about Strengthening and Revitalizing the Agency's Civil Rights and Diversity Programs. The report described one of the civil rights program's challenges as being related to deficiencies in the qualifications, knowledge, and training of some staff in the Office of Civil Rights.

The Agency appointed a panel of Executives led by the Deputy Administrator to review the recommendations and determine how best to enhance the Agency's EEO, Civil Rights, and Diversity programs. At the end of FY 2011, that group began preparing its final recommendations to be given to the Administrator.

The Agency is initiating the recruitment process for candidates to fill 3 vacancies that currently exist in OCR's Affirmative Employment Division. In addition, the Agency commenced the recruitment and hiring process to fill the Assistant Director position in the Affirmative Employment Division which was completed in November 2011.

The staff in OCR's Affirmative Employment Division, as well as other members of the EEO Diversity Advisory Council (EDAC), attended EEOC's Advanced MD-715 training in April 2011. In addition, the staff in the Affirmative Employment Division attended Advanced Barrier Analysis training provided by the EEOC at various times throughout FY 2011. The majority of OCR's Affirmative Employment Division staff has taken MD 715-related classes or trainings at Blacks in Government, Federally Employed Women, Rushford and Associates, by the EEOC at EPA Headquarters, and other venues over the last year at various times. OCR's Affirmative Employment Division staff: 1) developed program plans for their respective national programs; 2) tracked and evaluated the submission of Action Plans from the Regions and Assistant Administratorships in an effort to identify some best practices; and 3) worked closely with Program Management Officers in the Agency's Regions and Assistant Administratorships to train and assist them with the development and completion of action plans, as needed. The Agency will continue to work to attract and retain employees who are committed to excellence in civil rights as we work towards a model EEO program at EPA.

U.S. ENVIRONMENTAL PROTECTION AGENCY

FY 2011

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

**(Part G – Q-86)** Does the agency complete the investigations within the applicable prescribed time frame?

**(Part G - Q- 87)** When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?

**(Part G - Q- 88)** When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?

**(Part G - Q-95)** Does the agency have a system of management controls in place to ensure the timely, accurate, complete, and consistent reporting of EEO complaint data to the EEOC?

**(Part G – Q-104)** If applicable, are processing timeframes incorporated for the legal counsel's sufficiency review for timely processing of complaints?

OBJECTIVE:

To ensure that EEO investigations consistently are completed on time in accordance with EEOC MD 110 and 29 CFR 1614.

To ensure that final agency decisions consistently are completed on time in accordance with EEOC MD 110 and 29 CFR 1614.

To ensure that the agency consistently forwards the investigative file to the EEOC Hearing Office immediately upon receipt of requests from an EEOC Administrative Judge in accordance with EEOC MD 110 and 29 CFR 1614.

To ensure that the Office of Civil Rights consistently establishes and meets timeframes such that there is sufficient time for counsel to conduct legal sufficiency reviews within the regulatory timeframes.

RESPONSIBLE OFFICIAL:

Director, Office of Civil Rights  
Assistant Director, Employment Complaints Resolutions Division  
Deputy Regional Administrators

DATE OBJECTIVE  
INITIATED:

March 1, 2011

TARGET DATE FOR  
COMPLETION OF  
OBJECTIVE:

September 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
The agency will develop effective performance terms with its contract investigators to ensure timely completion of investigations.	Completed
The Office of Civil Rights will develop and implement a plan consistent with federal procurement policies to terminate contracts for failure to comply with established timeframes.	Completed
The Office of Civil Rights will develop and implement a new complaint status report tracking system, which tracks all complaint-related events and will share the reports within the EEO community.	Completed
Work with a new contractor (US Postal Service) to handle EEO complaint investigations.	January 2012
The Office of Civil Rights will enhance EEO Officer and counselor training on meeting deadlines.	March 2012
The Office of Civil Rights will evaluate the effectiveness of the new iComplaints system.	September 2012
The Office of Civil Rights will evaluate the new contractor and make modifications if needed.	January 2012
The Director of Civil Rights and the Assistant Director, Employment Complaints Resolutions Division will evaluate these new practices and periodically conduct a quality assurance review of complaint process procedures and processes.	September 2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

(Q-95) OCR worked to procure a new complaints tracking system for fiscal year 2011. The new vendor will be iComplaints. This new system from the Micropact corporation will provide easy complaint tracking and monitoring systems concerning the identification, location, and status of a complaint throughout the lifecycle of the EEO complaint process. Training for all OCR Staff has been scheduled. This should assist with meeting the deficiencies identified above. In addition, the Office of Civil Rights will work with Regional EEO Officers to deploy iComplaints to allow for better tracking of complaints at a regional level.

(Q-86) With respect to investigations, the Agency did not complete many investigations within the established timeframes. This was due in some part to the Office of Civil Rights receiving low-quality investigative reports from contract investigators. As identified last year, EPA procured the services of an inter-agency agreement with the United States Postal Service (USPS) to conduct EEO investigations and to draft final agency decisions. This agreement was signed in September 2011.

(Q-87) EPA's September 2011 inter-agency agreement with the USPS is expected to greatly enhance OCR's ability to complete Final Agency Decisions (FAD) in a timely manner. During FY 2011, despite the impact of staffing levels on the number of FADS issued by the office, OCR was able to eliminate a backlog of FADS which were more than a 1000 days old. OCR will continue to improve complaint processing in the future.

(Q-104) EPA is committed to improving EEO complaint processing, and we believe that we have made substantial progress towards achieving that goal this year. We now will have the tools and resources necessary to begin to address several of these deficiencies. For example, these tools and resources also will help address the matter of legal reviews by increasing the likelihood that cases are given to the Civil Rights and Finance Law Office for legal review are well-written and are given sufficiently in advance of the expiration of the 60-day time requirement.

FORM 715-01 PART H – 3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. ENVIRONMENTAL PROTECTION AGENCY	FY 2011	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>(Part G - Q-100)</b> Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	
OBJECTIVE:	To create a mechanism for proactive information and communications exchange among the agency's national recruitment program staff, selecting officials, organizational program management/regional human resources staff, and leadership in the Human Resources Shared Service Centers to shape recruitment efforts in their early stages and help reduce barriers. The desired goal is to focus recruitment efforts to enhance further diversity in the applicant pools.	
RESPONSIBLE OFFICIAL:	Assistant Administrator, Office of Administration & Resources Management Associate Assistant Administrator, Office of Diversity, Outreach, and Collaboration Director, Office of Human Resources Director, Office of Civil Rights	
DATE OBJECTIVE INITIATED:	November 1, 2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Draft guidebook on hiring flexibilities and authorities for managers and organizations, covering key approaches to recruitment and selection, particularly through hiring authorities under Schedule A.	December 15, 2011	
Develop "road show" presentation package to support managers' guidebook and in-person presentations by representatives of the recruitment staff on hiring	January 15, 2012	

flexibilities and approaches to managers.	
Collaborate with program management officers and regional human resources officers on content and messaging of guidebook and "road show."	February 28, 2012
Finalize guidebook and launch "road show."	June 1, 2012
The Director of Human Resources will evaluate these new practices and make any necessary changes or modifications.	September, 2012

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

In its FY 2011 report, the agency identified an objective to create a tracking system for the agency's individual recruitment efforts and then attempt to link that system to the Office of Management and Budget's Standard Form 3046-0046. The agency has determined that there is a more precise way to articulate the objective, which is why the objective has been revised in this report.

The agency has made significant progress in obtaining Applicant Flow data on internal and external vacancies at all position levels. This includes the Senior Executive Service level, where in FY 2011, EPA automated its SES vacancy process and began collecting OMB Form 3046 information for the first time for SES vacancies. Applicant data for SES vacancies is available for FY 2011, 4th quarter and will continue to be available in the future.

The agency conducted a barrier analysis of its national level recruitment program in FY 2011, fulfilling a key commitment made as part of its FY 2011 MD 715 filing with the EEOC. The recruitment barrier analysis found no specific barriers to recruitment for women in the GS-13 through GS-15 grade levels. However, the barrier analysis did identify three challenges that could result in recruitment and outreach barriers:

1. Effective and efficient coordination/leveraging activities and actions taken by multiple stakeholders across the agency
2. Building pipelines for future job candidates (i.e., identify, engage and encourage students to acquire skills for current and future mission-critical occupations).
3. Training to market and use hiring authorities, student programs, veterans' programs, disability support services and other existing resources as tools to bring employees from the under-represented groups on board.

The objective for Part H-3 is designed to respond to challenge number three listed above. With the Applicant Flow data collection system comprehensively in place, EPA is well positioned to take its efforts to create and maintain a nationally coordinated recruitment program to the next level of effectiveness through direct education of and communication with selecting managers and the organizations that support recruitment and selection decisions.

ENVIRONMENTAL  
PROTECTION  
AGENCY

**Female New Hires**

FY 2011

**STATEMENT OF  
CONDITION THAT  
WAS A TRIGGER  
FOR A  
POTENTIAL  
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

Data comparisons between the Relevant Civilian Labor Force (RCLF), application, qualification, and selection rates in some major occupations revealed instances of lower than anticipated application, qualification, and/or selection rates.

**BARRIER  
ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

In light of this trigger, the agency reviewed the statistical data associated with new hires (Table A7) as well as the attached graphical representation of the data for the agency's major occupations.

**A. Application**

In comparing the RCLF to the applicant rate, it appears that EPA experienced a degree of success in its recruitment efforts. For instance, females of all races applied at rates higher than their representation in the RCLF for positions in the 0028 series. On the other hand, there are several instances where the RCLF participation rate was higher than the number of individuals who applied for a specific occupational series, including:

Race, National Origin and Sex	Occupational Series
Hispanic Females	0301, 0819, and 1301
White Females	0301, 0343, and 0401
Asian Females	0301, 0401, and 1301
Native Hawaiian Females	0301
American Indian Females	0301 and 0401

**B. Qualification**

Similarly, the news about potential barriers to qualification, also largely seems positively. For instance, for all races regarding the 0028, 0301, and 0343 series, the qualification rate was at or in excess of the rate of application. On the other hand, the chart below reflects those occupations by race where the qualification rate was lower than the application rate:

	<table border="1" data-bbox="467 268 1510 399"> <thead> <tr> <th>Race, National Origin and Sex</th> <th>Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Black Females</td> <td>0401, 0819, 1301</td> </tr> <tr> <td>American Indian Females</td> <td>0819</td> </tr> <tr> <td>Two or more races Females</td> <td>0819, 1301</td> </tr> </tbody> </table> <p data-bbox="511 430 682 457"><b>C. Selection</b></p> <p data-bbox="467 493 1477 640">There also is some positive news in terms of selections. For example, in all occupations, the selection rate for White Females is higher than the qualification rates, and the selection rate for Hispanic females is higher than the qualification rate for positions in the 0028, 0301, 0343, 0401 and 1301 series. But, there are occupational series where the rate of selection is lower than the qualification rates:</p> <table border="1" data-bbox="467 672 1510 898"> <thead> <tr> <th>Race, National Origin and Sex</th> <th>Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Hispanic Females</td> <td>0819</td> </tr> <tr> <td>Black Females</td> <td>0028, 0301,0343, 0401, 0819, and 1301</td> </tr> <tr> <td>Asian Females</td> <td>0301, and 0343</td> </tr> <tr> <td>Native Hawaiian Females</td> <td>0028,0301, 0343</td> </tr> <tr> <td>American Indian Females</td> <td>0028,0301, 0343, 0401, and 1301</td> </tr> <tr> <td>Two or more races Females</td> <td>0819, 1301</td> </tr> </tbody> </table>	Race, National Origin and Sex	Occupational Series	Black Females	0401, 0819, 1301	American Indian Females	0819	Two or more races Females	0819, 1301	Race, National Origin and Sex	Occupational Series	Hispanic Females	0819	Black Females	0028, 0301,0343, 0401, 0819, and 1301	Asian Females	0301, and 0343	Native Hawaiian Females	0028,0301, 0343	American Indian Females	0028,0301, 0343, 0401, and 1301	Two or more races Females	0819, 1301
Race, National Origin and Sex	Occupational Series																						
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Two or more races Females	0819, 1301																						
<p data-bbox="203 934 414 1018"><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p data-bbox="203 1060 422 1333">Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p data-bbox="467 934 1510 1239">At this time, it is not possible to identify a specific policy, practice or procedure which may be causing any of the identified lower than expected participation rates. But, the data suggests that the Agency should more closely examine: 1) its recruitment policies and practices for the 0301, 0343, 0401, 0819 and 1301 series to determine why some individuals are not applying for positions in numbers approaching their availability in the RCLF; 2) its qualification policies and practices for the 0401, 0819 and 1301 series to determine why some individuals appear to be found qualified for these positions at lower rates than their application rates; and 3) its selection policies and practices for all major occupational series to determine why some individuals appear to be selected for positions at rates lower than their qualification rates.</p>																						
<p data-bbox="203 1375 365 1402"><b>OBJECTIVE:</b></p> <p data-bbox="203 1438 406 1711">State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p data-bbox="467 1375 1461 1459">The Agency will continue its analysis of the hiring process, including recruitment, qualification and selection, associated with the above- identified lower than expected participation rates for several occupational series.</p>																						

<b>RESPONSIBLE OFFICIAL:</b>	Associate Assistant Administrator for Diversity, Outreach, and Collaboration Director of Human Resources Director of Office of Civil Rights Managers and Supervisors throughout Agency
<b>DATE OBJECTIVE INITIATED:</b>	February 15, 2011
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2013

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>The Office of Human Resources (OHR) will draft a guidebook on hiring flexibilities and authorities and the selection process for managers and organizations, covering key approaches to recruitment and selection, including how to develop an effective hiring strategy, measures selecting officials can take to design a fair and judicious process for selections, and the appropriate use of hiring authorities under Schedule A and other workplace flexibilities.</p>	<p>December 15, 2011</p>
<p>OHR will develop a presentation package to support the managers' guidebook and in-person presentations by representatives of the recruitment staff on hiring flexibilities, selection processes, and approaches to managers.</p>	<p>January 15, 2012</p>
<p>OHR will collaborate with program management officers and regional human resources officers on content and messaging of guidebook and presentation materials.</p>	<p>February 28, 2012</p>
<p>The Office of Diversity, Outreach, and Collaboration, working with the Office of Human Resources and the Office of Civil Rights, will complete an EPA Diversity and Inclusion Strategic Plan (D&amp;I Plan) as required by EO 13583.</p> <ul style="list-style-type: none"> <li>a. Conduct a baseline assessment of the current workforce, which will include but not be limited to, a review of yearly employee trends, hires, promotions, employment by occupational series, employee grade distribution, and retirement projection.</li> <li>b. Coordinate outreach and recruitment strategies to maximize ability to recruit from a diverse, broad spectrum of potential applicants.</li> <li>c. Review leadership development programs, determine whether they draw from all segments of the workforce, and develop strategies to eliminate barrier(s) where they exist.</li> <li>d. Conduct employee and/or agency survey to assess management practices that contribute to an agency's performance and employee satisfaction with workplace policies and practices.</li> <li>e. Develop diversity and inclusion measures to track agency efforts.</li> <li>f. Require Program and Regional Offices to develop D&amp;I Plans to ensure compliance with the Agency specific D&amp;I Plan.</li> <li>g. Create a formal diversity and inclusion council with visible leadership involvement to ensure implementation of the D&amp;I Plan.</li> </ul>	<p>To be established pending OPM approval of the Agency's D&amp;I Plan (anticipated to be May/June 2012)</p>
<p>The Associate Assistant Administrator for ODOC in coordination with the Director of OHR, Director of Office of Civil Rights (OCR), and the Office of General Counsel (OGC), will send aggregate applicant flow data to Regions and Assistant Administrators on a quarterly basis together with a list of ways to promote diversity and inclusion in the region and ensure equal opportunities for all job applicants.</p>	<p>April 30, 2012</p>

<p>OCR and ODOC will develop a plan for assessing whether there are attitudinal barriers to selection opportunities by holding a series of at least 5 separate listening sessions throughout EPA with various constituencies invited. This may also include meetings with Special Emphasis Program groups, EEO leaders, Union officials, and other managers and employees.</p>	<p>May 30, 2012</p>
<p>The Office of Human Resources will finalize the supervisory guidebook on selections and hiring authorities and launch in-person presentations throughout EPA Regions and AAships.</p>	<p>June 1, 2012</p>
<p>OCR, ODOC, and OHR will conduct a deeper assessment of the data from the Management Hiring Satisfaction Survey to support identification of procedural barriers that may exist in the development of vacancy announcements and the conduct of outreach efforts.</p>	<p>August 1, 2012</p>
<p>The Office of Human Resources, in consultation with training offices and the Special Emphasis Program Managers, will develop a plan to market the creation and benefits of individual development plans to employees and supervisors.</p>	<p>December 15, 2012</p>
<p>The Office of the Director of Human Resources will develop, in coordination with the Associate Assistant Administrator for Diversity, Outreach and Collaboration, Director of Office of Civil Right and the Office of General Counsel, a strategic recruitment plan and guidance document, which will be disseminated to all supervisors in the Agency.</p>	<p>September 30, 2013</p>
<p>The Agency will evaluate the effective of it strategic recruitment plan and guidance document and make necessary modifications or changes.</p>	<p>September 30, 2014</p>

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

This year, for the first time, EPA was able to collect and capture data for major occupational series that showed application, qualification, and selection rates. This was not the case when we developed the planned activities for the FY 2010 MD 715 Report. In light of this new and more precise information, a few of the action items identified in EPA's MD 715 in FY 2010, such as identifying and interviewing a sampling of managers, have been modified so that the Agency could focus its limited resources on issues affecting the selection process. This year, EPA issued guidance strongly encouraging managers to use selection panels for GS 13-GS15 and SES positions, rewrote the critical job elements of all Agency managers on equal employment opportunity and diversity to be stronger, and also rewrote SES standards dealing with EEO and civil rights.

Several of our accomplishments below and the MD 715 action plans from Regions and AAships highlight the great outreach and recruitment efforts conducted across the Agency. EPA will continue to build on this, but focus in the next two years on improving internal selection processes, management training, and career development for employees.

Historically, the EPA has had a decentralized approach to recruitment and outreach. The Administrator launched a "One EPA" initiative in March 2011 that encouraged organizations to cooperate and share resources across the Agency's organizations. In furtherance of the "One EPA" initiative, OHR, OCR, and ODOC created the EEO and Diversity Advisory Council (EDAC) in February 2011 which allowed senior executives from each of these offices to regularly delineate areas of responsibility and better coordinate overlapping activities with respect to MD 715.

EPA is proud of its successes with respect to recruitment for FY 2011. The OHR Recruiting Team held monthly teleconferences for local office recruiters and kept a shared calendar of nationwide recruiting activities. OHR also developed a database to track recruiting event data over time. Diminished funding resources make such coordination even more critical.

The majority of EPA's 19 mission critical occupations require scientific, technical, and/or advanced degrees. Nearly 50% of current EPA employees are in occupational series for science and engineering. The EPA continued to compete with the private sector for prospective employees by supporting hundreds of events, including recruitment fairs, professional conferences, and student mentoring programs.

The Agency draws upon a wealth of knowledge and well-developed connections with diverse academic and professional organizations to reach potential employees in the aforementioned groups. It has long-standing relationships with organizations, including the Hispanic Association of Colleges and Universities, the League of United Latin American Citizens, the Society of Hispanic Professional Engineers, the President's Workforce Recruitment Program for Students with Disabilities, the Federal Asian Pacific American Council, and the Japanese American Citizen League. The EPA also has a number of memoranda of understanding with academic institutions, including Gallaudet University. The Administrator's ECO-Ambassador's Program and the Office of Research and Development's Greater Research Opportunities Fellowship for minority students are additional examples of the EPA's approach to talent development. These programs have led to overall success with respect to recruitment, as demonstrated by the fact that for the vast majority of EPA major occupations, the application rates of qualified African-Americans, Hispanics, Native Americans, and Asian Pacific Islanders exceeds the rate at which they are found in the relevant civilian labor force.

The EPA used several hiring authorities and student programs to bring talented employees from underrepresented groups on board. OHR is taking the lead to educate others about these options and how to use them effectively. The EPA's Assistive Technology Center offers support for persons with disabilities. During FY 2011, the Agency required all managers to attend reasonable accommodation training to improve their responsiveness to the needs of employees with disabilities. In addition, OHR established the Veterans Recruitment Program to provide a full range of consultation and outreach services to increase the hiring of veterans.

ODOC accomplishments this year include the development of a comprehensive diversity dashboard and quarterly diversity accomplishments report designed to track trends in areas such as management hiring and awards, among other areas. Key performance measures and indicators will be reviewed within each EPA office and Region. Metrics will be selected that support EPA objectives, strategies and goals. EPA began to utilize this new tool in FY 2011 among Senior Leadership throughout the Agency and expects to fully implement the diversity dashboard initiative developed this year.

For the first time in FY 2011, EPA senior managers were given the responsibility to develop actions plans that focused on meaningful sets of tasks that targeted the potential barriers identified in the 2010 MD-715 report. OCR prepared presentations to assist and guide managers and supervisors develop the action plans and over 540 actions were submitted from all AAships and Regions as commitments to resolve some of the issues identified in the 2010 MD 715 report. Their plans and respective accomplishments are attached to this report as an enclosure. EPA put great focus to develop an "Agency-wide" MD 715 program that reaches far beyond a few HQ civil rights-related offices and into every division and program office. We are proud to say that our comprehensive MD 715 program has had a real and meaningful impact on eliminating barriers to full equal employment opportunity in FY 2011 as evidenced in the accomplishments in the attached action plans.

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<b>ENVIRONMENTAL PROTECTION AGENCY</b>	<b>Male New Hires</b>	<u>FY 2011</u>
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Data comparisons between the Relevant Civilian Labor Force (RCLF), application, qualification, and selection rates in some major occupations revealed instances of lower than anticipated application, qualification and/or selection rates.
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<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>In light of this trigger, the agency reviewed the statistical data associated with new hires (Table A7) as well as the attached graphical representation of the data for the agency's major occupations.</p> <p style="text-align: center;"><b>A. Application</b></p> <p>In comparing the RCLF to the applicant rate, it appears that EPA experienced a level of success in its recruitment efforts. For instance, Black Males applied for positions at rates above their representation in the RCLF in every major occupation series, and this also applied to Hispanic Males in all but one major occupational series. White Males apply for positions at rates lower than their participation in the RCLF in every Major Occupation. The RCLF participation rate was higher than the rate that individuals applied in the following occupational series:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Race, National Origin and Sex</th> <th style="text-align: left;">Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Hispanic Males</td> <td>0301</td> </tr> <tr> <td>White Males</td> <td>0028, 0301, 0343, 0401, 0819, and 1301</td> </tr> <tr> <td>Asian Males</td> <td>0301 and 0343</td> </tr> <tr> <td>Native Hawaiian Males</td> <td>0301 and 0819</td> </tr> <tr> <td>American Indian Males</td> <td>0401</td> </tr> <tr> <td>Two of More Race Males</td> <td>0401</td> </tr> </tbody> </table> <p style="text-align: center;"><b>B. Qualification</b></p> <p>All races were found qualified at or in excess of the rate of application for the 1301 occupational series, except for Black and Hispanic males. In every major occupation series, Asian and Native Hawaiian Males were found qualified at a rate that is at or above their rate of application. On the other hand, the application rate was higher than the rate of qualification in the following occupational series:</p>	Race, National Origin and Sex	Occupational Series	Hispanic Males	0301	White Males	0028, 0301, 0343, 0401, 0819, and 1301	Asian Males	0301 and 0343	Native Hawaiian Males	0301 and 0819	American Indian Males	0401	Two of More Race Males	0401
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<p data-bbox="159 1056 370 1146"><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p data-bbox="159 1186 391 1459">Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p data-bbox="418 1056 1466 1423">At this time, it is not possible to identify a specific policy, practice, or procedure which may be causing any of the identified lower than expected participation rates. But, the data suggests that the Agency should more closely examine: 1) its recruitment policies and practices for the 0028, 0301, 0343, 0401, 0819 and 1301 series to determine why Hispanic, White, Asian, Native Hawaiian, American Indian, and Two or More Race males are not applying for positions in numbers approaching their availability in the RCLF; 2) its qualification policies and practices for the 0028, 0301, 0343, 0401, 0819 and 1301 series to determine why Hispanic, White, Black, American Indian, and Two or More Races Males appear to be found qualified for these positions at lower rates than their application rates; and 3) its selection policies and practices for the 0028, 0301, 0343, 0401, 0819 and 1301 series to determine why all races of Males appear to be selected for positions at rates lower than their qualification rates.</p>																												
<p data-bbox="159 1701 321 1728"><b>OBJECTIVE:</b></p> <p data-bbox="159 1768 342 1858">State the alternative or revised agency</p>	<p data-bbox="418 1701 1417 1791">The Agency will continue its analysis of the hiring process, including recruitment, qualification and selection, associated with the above- identified lower than expected participation rates for several occupational series.</p>																												

<p>policy, procedure or practice to be implemented to correct the undesired condition.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Associate Assistant Administrator for Diversity, Outreach and Collaboration          Director of Human Resources          Director of Office of Civil Rights          Managers and Supervisors throughout Agency</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>February 15, 2011</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2013</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>The Office of Human Resources (OHR) will draft a guidebook on hiring flexibilities and authorities and the selection process for managers and organizations, covering key approaches to recruitment and selection, including how to develop an effective hiring strategy, measures selecting officials can take to design a fair and judicious process for selections, and the appropriate use of hiring authorities under Schedule A and other workplace flexibilities.</p>	<p>December 15, 2011</p>
<p>OHR will develop a presentation package to support the managers' guidebook and in-person presentations by representatives of the recruitment staff on hiring flexibilities, selection processes, and approaches to managers.</p>	<p>January 15, 2012</p>
<p>OHR will collaborate with program management officers and regional human resources officers on content and messaging of guidebook and presentation materials.</p>	<p>February 28, 2012</p>
<p>The Office of Diversity, Outreach, and Collaboration, working with the Office of Human Resources and the Office of Civil Rights, will complete an EPA Diversity and Inclusion Strategic Plan (D&amp;I Plan) as required by EO 13583.</p> <ol style="list-style-type: none"> <li>a. Conduct a baseline assessment of the current workforce, which will include but not be limited to, a review of yearly employee trends, hires, promotions, employment by occupational series, employee grade distribution, and retirement projection.</li> <li>b. Coordinate outreach and recruitment strategies to maximize ability to recruit from a diverse, broad spectrum of potential applicants.</li> <li>c. Review leadership development programs, determine whether they draw from all segments of the workforce, and develop strategies to eliminate barrier(s) where they exist.</li> <li>d. Conduct employee and/or agency survey to assess management practices that contribute to an agency's performance and employee satisfaction with workplace policies and practices.</li> <li>e. Develop diversity and inclusion measures to track agency efforts.</li> <li>f. Require Program and Regional Offices to develop D&amp;I Plans to ensure compliance with the Agency specific D&amp;I Plan.</li> <li>g. Create a formal diversity and inclusion council with visible leadership involvement to ensure implementation of the D&amp;I Plan.</li> </ol>	<p>To be established pending OPM approval of the Agency's D&amp;I Plan (anticipated to be May/June 2012)</p>
<p>The Associate Assistant Administrator for ODOC in coordination with the Director of OHR, Director of Office of Civil Rights (OCR), and the Office of General Counsel (OGC), will send aggregate applicant flow data to Regions and Assistant Administrators on a quarterly basis together with a list of ways to promote diversity and inclusion in the region and ensure equal opportunities for all job applicants.</p>	<p>April 30, 2012</p>

<p>OCR and ODOC will develop a plan for assessing whether there are attitudinal barriers to selection opportunities by holding a series of at least 5 separate listening sessions throughout EPA with various constituencies invited. This may also include meetings with Special Emphasis Program groups, EEO leaders, Union officials, and other managers and employees.</p>	<p>May 30, 2012</p>
<p>The Office of Human Resources will finalize the supervisory guidebook on selections and hiring authorities and launch in-person presentations throughout EPA Regions and AAships.</p>	<p>June 1, 2012</p>
<p>OCR, ODOC, and OHR will conduct a deeper assessment of the data from the Management Hiring Satisfaction Survey to support identification of procedural barriers that may exist in the development of vacancy announcements and the conduct of outreach efforts.</p>	<p>August 1, 2012</p>
<p>The Office of Human Resources, in consultation with training offices and the Special Emphasis Program Managers, will develop a plan to market the creation and benefits of individual development plans to employees and supervisors.</p>	<p>December 15, 2012</p>
<p>The Office of the Director of Human Resources will develop, in coordination with the Associate Assistant Administrator for Diversity, Outreach and Collaboration, Director of Office of Civil Right and the Office of General Counsel, a strategic recruitment plan and guidance document, which will be disseminated to all supervisors in the Agency.</p>	<p>September 30, 2013</p>
<p>The Agency will evaluate the effective of it strategic recruitment plan and guidance document and make necessary modifications or changes.</p>	<p>September 30, 2014</p>

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

This year, for the first time, EPA was able to collect and capture data for major occupational series that showed application, qualification, and selection rates. This was not the case when we developed the planned activities for the FY 2010 MD 715 Report. In light of this new and more precise information, a few of the action items identified in EPA's MD 715 in FY 2010, such as identifying and interviewing a sampling of managers, have been modified so that the Agency could focus its limited resources on issues affecting the selection process. This year, EPA issued guidance strongly encouraging managers to use selection panels for GS 13-GS15 and SES positions, rewrote the critical job elements of all Agency managers on equal employment opportunity and diversity to be stronger, and also rewrote SES standards dealing with EEO and civil rights.

Several of our accomplishments below and the MD 715 action plans from Regions and AAships highlight the great outreach and recruitment efforts conducted across the Agency. EPA will continue to build on this, but focus in the next two years on improving internal selection processes, management training, and career development for employees.

Historically, the EPA has had a decentralized approach to recruitment and outreach. The Administrator launched a "One EPA" initiative in March 2011 that encouraged organizations to cooperate and share resources across the Agency's organizations. In furtherance of the "One EPA" initiative, OHR, OCR, and ODOC created the EEO and Diversity Advisory Council (EDAC) in February 2011 which allowed senior executives from each of these offices to regularly delineate areas of responsibility and better coordinate overlapping activities with respect to MD 715.

EPA is proud of its successes with respect to recruitment for FY 2011. The OHR Recruiting Team held monthly teleconferences for local office recruiters and kept a shared calendar of nationwide recruiting activities. OHR also developed a database to track recruiting event data over time. Diminished funding resources make such coordination even more critical.

The majority of EPA's 19 mission critical occupations require scientific, technical, and/or advanced degrees. Nearly 50% of current EPA employees are in occupational series for science and engineering. The EPA continued to compete with the private sector for prospective employees by supporting hundreds of events, including recruitment fairs, professional conferences, and student mentoring programs.

The Agency draws upon a wealth of knowledge and well-developed connections with diverse academic and professional organizations to reach potential employees in the aforementioned groups. It has long-standing relationships with organizations, including the Hispanic Association of Colleges and Universities, the League of United Latin American Citizens, the Society of Hispanic Professional Engineers, the President's Workforce Recruitment Program for Students with Disabilities, the Federal Asian Pacific American Council, and the Japanese American Citizen League. The EPA also has a number of memoranda of understanding with academic institutions, including Gallaudet University. The Administrator's ECO-Ambassador's Program and the Office of Research and Development's Greater Research Opportunities Fellowship for minority students are additional examples of the EPA's approach to talent development. These programs have led to overall success with respect to recruitment, as demonstrated by the fact that for the vast majority of EPA major occupations, the application rates of qualified African-Americans, Hispanics, Native Americans, and Asian Pacific Islanders exceeds the rate at which they are found in the relevant civilian labor force.

The EPA used several hiring authorities and student programs to bring talented employees from underrepresented groups on board. OHR is taking the lead to educate others about these options and how to use them effectively. The EPA's Assistive Technology Center offers support for persons with disabilities. During FY 2011, the Agency required all managers to attend reasonable accommodation training to improve their responsiveness to the needs of employees with disabilities. In addition, OHR established the Veterans

Recruitment Program to provide a full range of consultation and outreach services to increase the hiring of veterans.

ODOC accomplishments this year include the development of a comprehensive diversity dashboard and quarterly diversity accomplishments report designed to track trends in areas such as management hiring and awards, among other areas. Key performance measures and indicators will be reviewed within each EPA office and Region. Metrics will be selected that support EPA objectives, strategies and goals. EPA began to utilize this new tool in FY 2011 among Senior Leadership throughout the Agency and expects to fully implement the diversity dashboard initiative developed this year.

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ENVIRONMENTAL PROTECTION AGENCY	<b>Female Promotions</b>	<u>FY 2011</u>
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Data comparisons between the application, qualification, and selection rates in some major occupations revealed instances of lower than anticipated application, qualification, and/or selection rates.
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<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>In light of this trigger, the agency reviewed the statistical data associated with internal competitive promotions (Table A9) as well as the attached graphical representation of the data for the agency's major occupations.</p> <p style="margin-left: 40px;">A. Qualification</p> <p>The data indicates that in most cases, females males were found to be qualified at rates higher than that which they applied. White Females were considered qualified at rates higher than they applied in every major occupation, and Black and Hispanic Females were both deemed qualified at rates above their respective application rate in 4 out of 6 major occupation categories. The qualification rate for Two or More Races was less than the application rate in every major occupation.</p> <p>The instances where the qualification rate was lower than the application rate for a specific occupational series include:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Race, National Origin and Sex</th> <th style="text-align: left;">Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Hispanic Females</td> <td>0343, 0819</td> </tr> <tr> <td>Black Females</td> <td>0401, 0819</td> </tr> <tr> <td>Asian Females</td> <td>0301</td> </tr> <tr> <td>American Indian Females</td> <td>0028, 0401, 0819</td> </tr> <tr> <td>Two or More Race Females</td> <td>0028, 0301, 0343, 0401, 0819, 1301</td> </tr> </tbody> </table> <p style="margin-left: 40px;">B. Selection</p> <p>The data concerning selections for females seems somewhat mixed. White Females were selected at rates above their qualification rate in every major occupation. Hispanic and Black Females were selected at rates higher than their respective qualification rates</p>	Race, National Origin and Sex	Occupational Series	Hispanic Females	0343, 0819	Black Females	0401, 0819	Asian Females	0301	American Indian Females	0028, 0401, 0819	Two or More Race Females	0028, 0301, 0343, 0401, 0819, 1301
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	<p>in 4 out of 6 Major Occupational Series. The chart below reflects all occupations by race where the selection rate was lower than the qualification rate:</p> <table border="1" data-bbox="418 300 1463 491"> <thead> <tr> <th data-bbox="425 300 938 331">Race, National Origin and Sex</th> <th data-bbox="945 300 1463 331">Occupational Series</th> </tr> </thead> <tbody> <tr> <td data-bbox="425 331 938 363">Hispanic Females</td> <td data-bbox="945 331 1463 363">0028, 0301</td> </tr> <tr> <td data-bbox="425 363 938 394">Black Females</td> <td data-bbox="945 363 1463 394">0401, 1301</td> </tr> <tr> <td data-bbox="425 394 938 426">Asian Females</td> <td data-bbox="945 394 1463 426">0301, 0343, 0401, 1301</td> </tr> <tr> <td data-bbox="425 426 938 457">American Indian Females</td> <td data-bbox="945 426 1463 457">0028, 0301, 0343, 0401, 0819</td> </tr> <tr> <td data-bbox="425 457 938 491">Two or More Race Females</td> <td data-bbox="945 457 1463 491">0028, 0401, 0819, 1301</td> </tr> </tbody> </table>	Race, National Origin and Sex	Occupational Series	Hispanic Females	0028, 0301	Black Females	0401, 1301	Asian Females	0301, 0343, 0401, 1301	American Indian Females	0028, 0301, 0343, 0401, 0819	Two or More Race Females	0028, 0401, 0819, 1301
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<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Agency will continue its analysis of the qualification and selection policies and practices associated with the above-identified lower than expected qualification and selection rates for several occupational series.</p>												
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Associate Assistant Administrator for Diversity, Outreach and Collaboration          Director of Human Resources          Director of Office of Civil Rights          Managers and Supervisors throughout Agency</p>												
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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>The Office of Human Resources (OHR) will draft a guidebook on hiring flexibilities and authorities and the selection process for managers and organizations, covering key approaches to recruitment and selection, including how to develop an effective hiring strategy, measures selecting officials can take to design a fair and judicious process for selections, and the appropriate use of hiring authorities under Schedule A and other workplace flexibilities.</p>	<p>December 15, 2011</p>
<p>OHR will develop a presentation package to support the managers' guidebook and in-person presentations by representatives of the recruitment staff on hiring flexibilities, selection processes, and approaches to managers.</p>	<p>January 15, 2012</p>
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EPA is proud of its successes with respect to recruitment for FY 2011. The OHR Recruiting Team held monthly teleconferences for local office recruiters and kept a shared calendar of nationwide recruiting activities. OHR also developed a database to track recruiting event data over time. Diminished funding resources make such coordination even more critical.

The majority of EPA's 19 mission critical occupations require scientific, technical, and/or advanced degrees. Nearly 50% of current EPA employees are in occupational series for science and engineering. The EPA continued to compete with the private sector for prospective employees by supporting hundreds of events, including recruitment fairs, professional conferences, and student mentoring programs.

The Agency draws upon a wealth of knowledge and well-developed connections with diverse academic and professional organizations to reach potential employees in the aforementioned groups. It has long-standing relationships with organizations, including the Hispanic Association of Colleges and Universities, the League of United Latin American Citizens, the Society of Hispanic Professional Engineers, the President's Workforce Recruitment Program for Students with Disabilities, the Federal Asian Pacific American Council, and the Japanese American Citizen League. The EPA also has a number of memoranda of understanding with academic institutions, including Gallaudet University. The Administrator's ECO-Ambassador's Program and the Office of Research and Development's Greater Research Opportunities Fellowship for minority students are additional examples of the EPA's approach to talent development. These programs have led to overall success with respect to recruitment, as demonstrated by the fact that for the vast majority of EPA major occupations, the application rates of qualified African-Americans, Hispanics, Native Americans, and Asian Pacific Islanders exceeds the rate at which they are found in the relevant civilian labor force.

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For the first time in FY 2011, EPA senior managers were given the responsibility to develop actions plans that focused on meaningful sets of tasks that targeted the potential barriers identified in the 2010 MD-715 report. OCR prepared presentations to assist and guide managers and supervisors develop the action plans and over 540 actions were submitted from all AAships and Regions as commitments to resolve some of the issues identified in the 2010 MD 715 report. Their plans and respective accomplishments are attached to this report as an enclosure. EPA put great focus to develop an "Agency-wide" MD 715 program that reaches far beyond a few HQ civil rights-related offices and into every division and program office. We are proud to say that our comprehensive MD 715 program has had a real and meaningful impact on eliminating barriers to full equal employment opportunity in FY 2011 as evidenced in the accomplishments in the attached action plans.

EPA maintained active Special Emphasis Programs led by National Program Managers for employees which offered a variety of programs, training events, and brownbag sessions throughout the Agency. For example, the Special Emphasis Program for American Indians and Alaska Natives (AI/AN) accomplished a three-pronged initiative in partnership building in collaboration with American University (AU) and the Washington Internship for Native Students (WINS) as well as a partnership with the American Indian Higher Education Consortium (AIHEC) and assisted in developing a workshop on Building TCU, EPA and Tribal Partnerships in Albuquerque, New Mexico in June 2011. The Black Employment Program created three specific national committees in October 2010 to examine recruitment, training, and promotions and evaluate employee job development needs. Also, employees and Black Employment Managers throughout the Agency met regularly to discuss recruitment, outreach, and career development. OCR's Affirmative Employment & Diversity (AE&D) team has also been instrumental in providing guidance to program offices and Regions regarding the issues impacting women through training and conferences such as hosting the Federal Women's National Training Conference: Women Leading Change in the 21st Century which was held on July 25-27, 2011. The conference included an update on the Office of Civil Rights current initiatives, an EPA Panel featuring female SES-level staff and training on EEO Policy, Anti Harassment Policy, and Barrier Analysis MD-715. All SEP programs hosted observances, training sessions, and conducted regular teleconferences to discuss SEP and MD 715 program implementation.

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<b>ENVIRONMENTAL PROTECTION AGENCY</b>	<b>Male Promotions</b>	<u>FY 2011</u>
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Data comparisons between the application, qualification, and selection rates in some major occupations revealed instances of lower than anticipated application, qualification, and/or selection rates.
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<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>In light of this trigger, the agency reviewed the statistical data associated with internal competitive promotions (Table A9) as well as the attached graphical representation of the data for the agency's major occupations.</p> <p style="text-align: center;"><b>A. Qualification</b></p> <p>The data indicates that in many cases, males were found to be qualified at rates lower than that which they applied. This was true for all males in the 0343 career series and was also evident in the 0028 and 0301 series. In some cases, the differences between application and selection rates were particularly notable, such as for White and Black males in the 0301 occupational series and for Hispanic, White, and Black males respectively in the 0343 occupational series.</p> <p>The qualification rate was lower than the application rate for a specific occupational series include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Race, National Origin and Sex</th> <th style="text-align: left;">Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Hispanic Males</td> <td>0028, 0301, 0343, 0401, 0819</td> </tr> <tr> <td>White Males</td> <td>0028, 0301, 0343</td> </tr> <tr> <td>Black Males</td> <td>0028, 0301, 0343, 0401, 1301, 0819</td> </tr> <tr> <td>Asian Males</td> <td>0028, 0301, 0343, 0401, 1301, 0819</td> </tr> <tr> <td>American Indian Males</td> <td>0028, 0301, 0343, 1301, 0401, 0819</td> </tr> <tr> <td>Two or More Race Males</td> <td>0028, 0301, 0343, 0401</td> </tr> </tbody> </table>	Race, National Origin and Sex	Occupational Series	Hispanic Males	0028, 0301, 0343, 0401, 0819	White Males	0028, 0301, 0343	Black Males	0028, 0301, 0343, 0401, 1301, 0819	Asian Males	0028, 0301, 0343, 0401, 1301, 0819	American Indian Males	0028, 0301, 0343, 1301, 0401, 0819	Two or More Race Males	0028, 0301, 0343, 0401
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	<p><b>B. Selection</b></p> <p>Overall, males are selected at rates less than their qualification rate across most occupational series. For instance, Black males selection rate is lower than their qualification rate in every occupational series. White males selection rate is lower than their qualification rate in 5 of the 6 occupational series, while Hispanic males qualification rate is greater in 4 of the 6 occupational series. Although the application rate of American Indian males is low in every occupational series, they were not selected for any positions in any occupational series except for the 0028 series.</p> <p>The selection rate was lower than the qualification rate for specific occupational series include:</p> <table border="1" data-bbox="418 636 1464 861"> <thead> <tr> <th>Race, National Origin and Sex</th> <th>Occupational Series</th> </tr> </thead> <tbody> <tr> <td>Hispanic Males</td> <td>0028, 0301, 1301, 0819</td> </tr> <tr> <td>White Males</td> <td>0301, 0343, 1301, 0401, 0819</td> </tr> <tr> <td>Black Males</td> <td>0028, 0301,0343, 1301, 0401, 0819</td> </tr> <tr> <td>Asian Males</td> <td>0028, 0301, 0819</td> </tr> <tr> <td>American Indian Males</td> <td>0343, 0819</td> </tr> <tr> <td>Two or More Race Males</td> <td>0028, 0819</td> </tr> </tbody> </table>	Race, National Origin and Sex	Occupational Series	Hispanic Males	0028, 0301, 1301, 0819	White Males	0301, 0343, 1301, 0401, 0819	Black Males	0028, 0301,0343, 1301, 0401, 0819	Asian Males	0028, 0301, 0819	American Indian Males	0343, 0819	Two or More Race Males	0028, 0819
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<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>At this time, it is not possible to identify a specific policy, practice or procedure which may be causing any of the identified lower than expected participation rates. However, the data suggests that the Agency should more closely examine: 1) its qualification policies and practices for the 0028, 0301, 0343, 0401, 0819 and 1301 series to determine why Hispanic, White, Black, Asian, Native Hawaiian, American Indian, and Two or More Race Males appear to be qualifying for these positions at lower rates than their application rates in certain instances; and 2) its selection policies and practices for all major occupational series to determine why some Males appear to be selected for positions at rates lower than their qualification rates.</p>														
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Agency will continue its analysis of the hiring, qualification, and selection policies and practices associated with the above-identified lower than expected qualification and selection rates for several occupational series.</p>														

<b>RESPONSIBLE OFFICIAL:</b>	Associate Assistant Administrator for Diversity, Outreach and Collaboration Director of Human Resources Director of Office of Civil Rights Managers and Supervisors throughout Agency
<b>DATE OBJECTIVE INITIATED:</b>	February 15, 2011
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2013

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>The Office of Human Resources (OHR) will draft a guidebook on hiring flexibilities and authorities and the selection process for managers and organizations, covering key approaches to recruitment and selection, including how to develop an effective hiring strategy, measures selecting officials can take to design a fair and judicious process for selections, and the appropriate use of hiring authorities under Schedule A and other workplace flexibilities.</p>	<p>December 15, 2011</p>
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<b>ENVIRONMENTAL PROTECTION AGENCY</b>	<b>Female Senior Grades</b>	<u>FY 2011</u>
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Data comparisons between the respective feeder pools (one grade below the grade being analyzed), application, qualification, and selection rates revealed instances of lower than anticipated application, qualification and/or selection rates.
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<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>In light of this trigger, the agency reviewed the statistical data associated with Internal Selections for Senior Level Positions (Table A11) as well as the attached graphical representation of the data for the agency's major occupations. The Agency analyzed feeder pool information from Chart A4.</p> <p style="text-align: center;"><b>A. Application</b></p> <p>Overall, females applied for Senior Grade positions at rates less than their representation in the relevant feeder pool, which is the percentage of the respective population at the next lower grade (i.e. the feeder pool for GS 13 Hispanic females is their application rate at the GS 12 level). At senior grade levels (GS 13 to GS 15), females applied for promotions at rates less than their representation in the feeder pool for the following categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Race, National Origin and Sex</th> <th style="text-align: left;">Grades</th> </tr> </thead> <tbody> <tr> <td>Hispanic Females</td> <td>GS 13</td> </tr> <tr> <td>White Females</td> <td>GS 13, GS 14, GS 15</td> </tr> <tr> <td>Black Females</td> <td>GS 13, GS 14</td> </tr> <tr> <td>Asian Females</td> <td>GS 13, GS 14</td> </tr> <tr> <td>Native Hawaiian Females</td> <td>GS 13, GS 14</td> </tr> <tr> <td>American Indian Females</td> <td>GS 14, GS 15</td> </tr> </tbody> </table> <p style="text-align: center;"><b>B. Qualification</b></p> <p>The news about potential barriers to qualification is positive. All females are qualified at rates higher than their application rate, except black and two or more race females, as indicated below:</p>	Race, National Origin and Sex	Grades	Hispanic Females	GS 13	White Females	GS 13, GS 14, GS 15	Black Females	GS 13, GS 14	Asian Females	GS 13, GS 14	Native Hawaiian Females	GS 13, GS 14	American Indian Females	GS 14, GS 15
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<b>DATE OBJECTIVE INITIATED:</b>	February 15, 2011
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<b>ENVIRONMENTAL PROTECTION AGENCY</b>	<b>Male Senior Grades</b>	<u>FY 2011</u>
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Data comparisons between the respective feeder pools (one grade below the grade being analyzed), application, qualification, and selection rates revealed instances of lower than anticipated application, qualification and/or selection rates.
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<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>In light of this trigger, the agency reviewed the statistical data associated with new hires (Table A11) as well as the attached graphical representation of the data for the agency's major occupations.</p> <p><b>A. Application</b></p> <p>The news about potential barriers with respect to the application process seems positive, that is, most individuals are applying at or exceeding their representation in the feeder pools, which is the percentage of the respective population at the next lower grade (i.e. the feeder pool for GS 13 Hispanic Males is their application rate at the GS 12 level). But, White males applied for Senior Grade positions at rates lower than their participation in the relevant feeder pool at the GS 15 level.</p> <p><b>B. Qualification</b></p> <p>The data suggests that Hispanic, White, Black, and American Indian Males are found to be qualified at rates less than their respective application rate for Senior Grade positions at every grade level (GS 13, GS 14, and GS 15):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Race, National Origin and Sex</th> <th style="text-align: left;">Grades</th> </tr> </thead> <tbody> <tr> <td>Hispanic Males</td> <td>GS 13, GS 14, and GS 15</td> </tr> <tr> <td>White Males</td> <td>GS 13, GS 14, and GS 15</td> </tr> <tr> <td>Black Males</td> <td>GS 13, GS 14, and GS 15</td> </tr> <tr> <td>Asian Males</td> <td>GS 15</td> </tr> <tr> <td>American Indian Males</td> <td>GS 13, GS 14, and GS 15</td> </tr> <tr> <td>Two or More race Males</td> <td>GS 13, GS 14, and GS 15</td> </tr> </tbody> </table>	Race, National Origin and Sex	Grades	Hispanic Males	GS 13, GS 14, and GS 15	White Males	GS 13, GS 14, and GS 15	Black Males	GS 13, GS 14, and GS 15	Asian Males	GS 15	American Indian Males	GS 13, GS 14, and GS 15	Two or More race Males	GS 13, GS 14, and GS 15
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<b>EEOC FORM 715-01 PART I-7</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>ENVIRONMENTAL PROTECTION AGENCY</b>	<b>Senior Executive Service</b>	<u>FY 2011</u>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	EPA has not acquired adequate applicant flow data (to include applicant, qualification, and selection information by sex and race) sufficient to conduct a comprehensive analysis of the Senior Executive Service (SES) workforce.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Prior to FY 2011, EPA has not had the capability of gathering applicant flow data related to applicants for SES vacancies. EPA's Executive Resources Division worked throughout FY 2011 to stand up such as system and successfully launched that system in the 4th quarter of FY 2011. The SES applicant flow data system has reported statistics for the 4th quarter, FY 2011, a total of five vacancies. When selections are made, retrospective analyses of applicant flow data related to determinations on best qualified candidates for the vacancies can be conducted and reported.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	At this time, it is not possible to identify if there is a hiring or promotion process policy, practice, or procedure that may be impacting the representation of any group in the SES ranks.	

<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Agency will work to continue its efforts to enhance its automated data capture capabilities.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director of Human Resources  Director of Executive Resources Division  Director of Office of Civil Rights</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 1, 2010</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2013</p>

EEOC FORM 715-01 PART I-7	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
OCR and OHR will discuss additional data requirements for the MD 715 related to applicant flow and demographic responses for the SES.	January 30, 2012	
OHR and the Executive Resources Division (ERD) will examine data collection and analyses as conducted for GS vacancies and determine methodologies to collect parallel data for SES vacancies.	March 1, 2012	
Evaluate data collection and implement procedures for data capturing and analysis.	August 31, 2012	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>The agency made significant progress in obtaining Applicant Flow data on internal and external vacancies at the Senior Executive Service level, but experienced some challenges which resulted in the target date for completion of the task being adjusted from that identified in the FY 2010 report.</p> <p>The agency made significant progress in obtaining Applicant Flow data on internal and external vacancies at the Senior Executive Service level. In FY 2011, EPA automated its SES vacancy process and began collecting OMB Form 3046 information for the first time for SES vacancies. Applicant pool data for SES vacancies is available for the 4th quarter of FY 2011, and the Agency anticipates that it will complete applicant flow data by the end of FY 2012. The SES selection process, however, also includes a 90 day window for qualifications review and OPM approval of a selectee to the Senior Executive Service. As this process has not concluded for those vacancies where applicant flow data has been collected, ERD has not completed its analyses of the applicant flow data with respect to those determined to be qualified/best qualified/and selected.</p> <p>As of Sept 19, 2011, the Agency has 314 total SES positions, and currently 283 of these positions are filled. The Office of Executive Services worked hard to ensure that all SES position vacancies were distributed broadly to all sources, including minority, female, and disability advocacy groups and professional associations.</p>		

EEOC FORM 715-01 PART I-8	EEO Plan To Eliminate Identified Barrier	
ENVIRONMENTAL PROTECTION AGENCY	<b>Individuals with Targeted Disabilities</b>	<u>FY 2011</u>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>Data comparisons between FY 2010 and FY 2011 indicate that while the total EPA workforce increased slightly, the total number of individuals with targeted disabilities within EPA workforce fell from FY 2010 to FY 2011.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The Agency completed Part J of this report and noted that the total number of individuals with targeted disabilities in the EPA workforce declined from 241 in FY 2010 to 234 in FY 2011. In other words, the percentage of individuals with targeted disabilities declined by 2.94% from FY 2010 to FY 2011. Additionally, the total number of qualified individuals with a disability declined by 1.56% from FY 2010 to FY 2011. As indicated in Table B1, of the individuals with targeted disabilities, EPA lost 3 permanent employees and 4 temporary employees.</p> <p>Information about the participation of individuals with targeted disabilities in career development programs was not available.</p> <p>We worked with the National Disability Program Manager and Regions and AAships through their MD 715 report submissions to identify possible attitudinal or institutional barriers that may be causing the number of individuals with targeted disabilities to be declining. Some perceptions discussed were that there may be attitudinal barriers, and all Agency managers may not have adequate knowledge or awareness to use Schedule A hiring authorities under 5 CFR 213.3102(u).</p> <p>Another concern identified in some Action Plans was that individuals can qualify for Schedule A even if they do not have targeted disabilities because of the different definitions. For example, under 5 CFR 213.3102(u), people with any type of severe physical disabilities or psychiatric disabilities, which are not specifically defined in statute, can qualify for non-competitive appointment. This is broader than the definition of "targeted disabilities" which are more specifically defined and could include conditions that qualify as severe but are not targeted disabilities as defined by EEOC. Examples would be late-stage cancer, severe obesity, or severe disfigurement.</p>	

	<p>This is also the case with the EPA's participation in the Workforce Recruitment Program for College Students with Disabilities, where a majority of student participants including those hired by EPA have disabilities but not targeted disabilities as defined by EEOC.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>At this time, it is not possible to identify a specific policy, practice or procedure which may be causing any of the identified lower than expected participation rates. But, the data suggests that the Agency should more closely examine: 1) the uniform use and training on Schedule A and 5 CFR 213.3102(u); 2) the availability of training programs on Schedule A use and requirement for applicants and managers; 3) the gathering of applicant flow data to the extent it is possible.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Agency will continue its analysis of the retention and selection rates of individuals with targeted disabilities to identify possible barriers and work towards collecting applicant flow data on individuals with targeted disabilities.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Associate Assistant Administrator for Diversity, Outreach and Collaboration  Director of Human Resources  Director of Office of Civil Rights  Managers and Supervisors throughout Agency</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>February 15, 2011</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2013</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
The Office of Human Resources (OHR) will draft a guidebook on hiring flexibilities and authorities and the selection process for managers and organizations, covering key approaches to recruitment and selection, including how to develop an effective hiring strategy, measures selecting officials can take to design a fair and judicious process for selections, and the appropriate use of hiring authorities under Schedule A and other workplace flexibilities.	December 15, 2011
The Agency will announce a numerical goal for each Region and AAship and for the Agency overall for the hiring of individuals with targeted disabilities consistent with Executive Order 13548.	January 1, 2012
OHR will develop a presentation package to support the managers' guidebook and in-person presentations by representatives of the recruitment staff on hiring flexibilities, selection processes, and approaches to managers.	January 15, 2012
OHR will collaborate with program management officers and regional human resources officers on content and messaging of guidebook and presentation materials.	February 28, 2012
The Office of Diversity, Outreach, and Collaboration (ODOC) will complete an EPA Diversity and Inclusion Strategic Plan (D&I Plan) and begin implementation and tracking of action items, including tracking recruitment efforts, developing an inclusion strategy, and working with senior leaders to promote diversity in the workforce, and ensuring the Agency is conducting a variety of appropriate outreach activities as required by 29 CFR 1614.	March 30, 2012
OCR will ensure that there is an updated training toolkit available for Agency Local Reasonable Accommodation Coordinators throughout EPA Regions and AAships concerning requesting accommodations for applicants and employees with disabilities.	April 15, 2012
OCR and ODOC will develop a plan for assessing whether there are attitudinal barriers to selection opportunities by holding a series of at least 5 separate listening sessions throughout EPA with disability constituency groups. This may also include meetings with Disability Special Emphasis Program groups, EEO leaders, Local Accommodation Coordinators, Union officials, and other managers and employees.	May 30, 2012
The Office of Human Resources will finalize the supervisory guidebook on selections and hiring authorities and launch in-person presentations throughout EPA Regions and AAships.	June 1, 2012

<p>OCR, ODOC, and OHR will conduct a deeper assessment of the data from the Management Hiring Satisfaction Survey to support identification of procedural barriers that may exist in the development of vacancy announcements and the conduct of outreach efforts.</p>	<p>August 1, 2012</p>
<p>OHR will carefully track the Agency's use of Schedule A appointing authorities for hiring individuals with targeted disabilities.</p>	<p>September 30, 2012</p>
<p>The Office of Human Resources, in consultation with training offices and the Special Emphasis Program Managers, will develop a plan to market the creation and benefits of individual development plans to employees and supervisors.</p>	<p>December 15, 2012</p>
<p>The Office of the Director of Human Resources will develop, in coordination with the Associate Assistant Administrator for Diversity, Outreach and Collaboration, Director of Office of Civil Right and the Office of General Counsel, a strategic recruitment plan and guidance document, which will be disseminated to all supervisors in the Agency.</p>	<p>September 30, 2013</p>

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In FY 2011, EPA appointed a National Disability Program Senior Point of Contact who works with the Offices of Administration and Resources Management to coordinate Agency efforts to increase the numbers of individuals with disabilities. An Agency-wide memo was sent out concerning EPA's efforts in this important area. In its FY 2011 report, the agency identified an objective to create a tracking system for the agency's individual recruitment efforts and then attempt to link that system to the Office of Management and Budget's Standard Form 3046-0046. The agency has determined that there is a more precise way to articulate the objective, which is why the objective has been revised in this report.

While the overall number of individuals with targeted disabilities fell slightly from FY 2010 to FY 2011, it should be noted that over the last three years since September 30, 2008, the total numbers of employees reporting targeted disabilities still increased from 189 to 234. EPA's National Disability Program Manager, National Disability Recruiter, Local Reasonable Accommodation Coordinators, and others served as recruiters in support of the Workforce Recruitment Program for College Students with Disabilities, interviewing hundreds of students. EPA has hired numerous WRP students in the past and is pleased to report that WRP students have been hired on by the Agency as full-time employees.

On September 30th, 2010, the updated EPA policy for the Schedule A special hiring authority was approved and shortly afterward, throughout FY 2011 EPA began conducting a series of training and information sessions to employees and managers with the help of OHR, shared service centers, and Disability Employment Managers across the Agency. In addition Disability Etiquette briefing and training to managers in various AAships. The EPA's 2011 National Disability Employment Awareness Month Program emphasized the awareness of the talents and valuable resource that qualified people with disabilities bring to the work place. EPA is also pleased that more than 90% of accommodation requests were processed on time, and EPA employees know that the reasonable accommodation process will be adjudicated in a timely and fair manner.

In October 2010, EPA entered into a Memorandum of Understanding (MOU) with Gallaudet University for Deaf and Hard of Hearing to encourage the recruitment and hiring qualified students from the university for internships and employment at EPA. EPA Disability subject matter experts provided briefings and presentations to senior managers, employees, and potential applicants at numerous events throughout the Agency.

In June 2011, the Agency completed and distributed the *EPA Strategic Plan for Federal Employment of Individuals with Disabilities*. President Obama's Executive Order 13548 called for the employment of 100,000 individuals with disabilities across the Federal Government over a five-year period. The *EPA Strategic Plan for Federal Employment of Individuals with Disabilities* seeks to address all aspects of this Presidential initiative. This plan links directly to *Strengthening EPA's Workforce and Capabilities*, which is a Cross-Cutting Fundamental Strategy within EPA's Strategic Plan. EPA's *Strategic Plan for Federal Employment of Individuals with Disabilities* will be achieved by continuously educating the Agency's managers and by encouraging innovation and creativity in all aspects of our work. We believe this plan demonstrates EPA's commitment to attract and retain a top-notch, diverse workforce that is well positioned to meet and address the environmental challenges of the 21st century.

EPA senior leadership fully supports this initiative and has designated the Principal Deputy Assistant Administrator, Office of Administration and Resources Management, to be the senior executive accountable for enhancing employment opportunities for individuals with disabilities and targeted disabilities throughout the Agency in accordance with EO 13548. The Director of the Office of Human Resources (OHR) has been designated as EPA's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative.

representative. There is also a full-time Special Emphasis Program Manager (SEPM) for Disabilities and a disability outreach specialist assigned within EPA's Offices of Civil Rights (OCR) and OHR, respectively.

EEOC FORM 715-01 PART J	<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b> <b>Special Program Plan for the Recruitment, Hiring, and Advancement</b> <b>of Individuals With Targeted Disabilities</b>									
<b>PART I</b> <b>Department or Agency Information</b>	1. Agency	1. US Environmental Protection Agency								
	1a. 2 <sup>nd</sup> Level Component	1.a. N/A								
	1b. 3 <sup>rd</sup> Level or lower	1b. N/A								
<b>PART II</b> <b>Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	Start 9-30-2010		End 9-30-2011		Net Change				
		Number	%	Number	%	Number	Rate of Change			
	Total Work Force	18,790	100.00%	18,797	100.00%	7	0.04%			
	Reportable Disability	1,217	6.48%	1,198	6.37%	-19	-1.56%			
	Targeted Disability*	241	1.28%	234	1.24%	-7	-2.90%			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below). Please see Part I9.									
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						Data not available				
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						Data not available				
<b>PART III Participation Rates In Agency Employment Programs</b>										
<b>Other Employment/ Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>		
		#	%	#	%	#	%	#	%	
3. Competitive Promotions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
4. Non-Competitive Promotions	1,654	117	7.07%	25	1.51%	58	3.51%	1,479	89.42%	
5. Employee Career Development Programs - No Data Available										
5.a. Grades 5 – 12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5.b. Grades 13 – 14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5.c. Grade 15/SES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
6. Employee Recognition and Awards										
6.a. Time-Off Awards (Total hrs awarded)	120,933	8,140	6.73%	1,440	1.19%	1,789	1.48%	111,004	91.79%	
6.b. Cash Awards (total \$\$\$ awarded)	23,295,287	1,231,287	5.29%	195,889	0.84%	283,943	1.27%	21,780,057	93.49%	

EEOC FORM 715-01 PART J	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL  EEO PROGRAM STATUS REPORT</b> <b>Special Program Plan for the Recruitment, Hiring, and Advancement  of Individuals With Targeted Disabilities</b>									
6.c. Quality-Step Increase	675	28	4.15%	6	0.89%	5	0.74%	642	95.11%	
<b>Part IV</b>  Identification and Elimination of Barriers	Please see Form I-8.									
<b>Part V</b>  Goals for Targeted Disabilities	<p><b>Hiring Goals</b> - EPA has established a goal to reach 2.0% representation in the total workforce for persons with targeted disabilities by the end of FY 2015. In order for EPA to reach the 2.0% goal, there will need to be approximately 376 individuals with targeted disabilities in the total workforce of 18,797. However, there were 234 individuals with targeted disability at the end of FY 2011. Therefore, efforts will be taken as outlined in Part I-8 to substantially increase the number of employees with targeted disabilities.</p>									